



## MODERATELY PRICED DWELLING UNIT (MPDU) PROGRAM THE DEVELOPER'S PROCESS

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1. The developer submits development plans that include MPDUs. The plan notes include the number of MPDUs, including the density bonus used, if any. Indicate the MPDUs in the layout. (See "Calculating Density Bonus" and "Development Guidelines" on the Housing/MPDU website ☐ ([www.frederickcountymd.gov/housing](http://www.frederickcountymd.gov/housing))). [Section 1-6A-5(b)(c)(d)]
2. The developer/builder completes and signs the "Agreement to Build MPDUs"☐ and sends it to the MPDU Coordinator. The "Agreement to Build MPDUs" applies to the entire development. To be included are: 1) The signed and notarized Agreement to Build; 2) Exhibit A - Construction Schedule/Staging Plan; 3) Exhibit B - Declaration of Covenants☐; 4) Exhibit C – Approved site plan. [Section 1-6A-5(l)]
3. The MPDU Coordinator returns a copy signed and notarized by the County. [Section 1-6A-5(a)(f)(g)(h)(i)]
4. The developer/builder records the Declaration of Covenants to assure restrictions on the MPDU plat. [Section 1-6A-5(j)] A copy of the court receipt is sent to the MPDU Coordinator.
5. Before applying for the first building permit in the development, the builder submits a letter of credit to the MPDU Coordinator. ☐
6. When applying for the first building permit in the development, the builder attaches the "Agreement to Build" without any exhibits. See #2 and #3. [Section 1-6A-5(l)]
7. To establish sales prices for the MPDUs, the builder first completes the "Preliminary Sales Pricing Information" ☐ and sends it to the MPDU Coordinator. From this and before the lottery (or each lottery for a development), the builder and Housing Director sign a "MPDU Sales Offering Agreement", setting the sales price(s) on the MPDUs.
8. The 90-day MPDU priority marketing period of the proposed sales offering begins when the MPDU office sends the builder the list of certified applicants (from the lottery), within two weeks after the lottery. [Section 1-6A-8(a)(2)(5)]
9. The builder contacts the certified applicants for each MPDU unit in the order on the lottery list.
10. The builder inserts MPDU language, provided by Housing, in the deed.
11. After settlement the builder sends a copy of the settlement documentation to the MPDU office, including the buyer's Certificate of Eligibility.

☐ on the website